



GESTALT PSYCHOTHERAPY TRAINING INSTITUTE MALTA

GPTIM

Attendance Policy for Synchronous Zoom Sessions / Training Sessions.

Gestalt Psychotherapy Training Institute Malta (EAPTI-GPTIM) from time to time advise its students that some of its sessions are delivered synchronously, i.e. some lessons will be taking place live, face-to-face via an platform such as Zoom. These lessons require the students to participate in the same manner as traditional face-to-face lessons.

Rules for synchronously delivered lessons:

1. Regular attendance is expected for all sessions. Students must ensure that they complete all session's attendance as per programme requirements.
2. Students shall ensure that they log into the synchronously delivered session 10 minutes before the commencement of the session. This will give enough time for any technical difficulties to be mitigated should the need arises.
3. The lecturer shall keep records of attendance for every lesson and shall note any student who did not attend for the session. It is the responsibility of the student to ensure that they respond once their name is called out to confirm attendance.
4. The student shall ensure that their cameras are **switch on** during attendance taking, and for the whole duration of the lesson.
5. The student shall actively participate in the lesson that they are attending and shall contribute to discussions put forth by the lecturer.
6. Students are aware that the lecturer reserves the right to mark the student as absent if a student logs into the session very late, without prior notice. In practice, tardiness is considered as a student being absent if the student logs in 10 minutes after the commencement of the session.

7. Lecturers also reserve the right to advise students to turn on their cameras during the session, if students do not abide by this request, and cameras are kept switched-off throughout the duration of the lesson, the lecturer has the right to mark the student as absent and move the student to waiting room.
8. Students shall be responsible for all the material they would have missed for the lesson that they were absent.
9. During online sessions, no recordings being: audio or visually recorded may be permitted by either party i.e. the lecture or the students. Failure to comply to this clause may result into GDPR non-compliance.
10. Students are aware that failure to abide by these attendance regulations for synchronously delivered session, may lead to their expulsion from the course. Students are reminded that attendance at the lessons is a major component for the successful completion of the programme.

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